GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Right to Information Act 2005 (Central Act No.22 of 2005) - Publication of Information under Section 4(1)(b) of the Right to Information Act, 2005 - Revised Information - Published - Orders - Issued.

YOUTH ADVANCEMENT, TOURISM AND CULTURE (OP) DEPARTMENT

G.O.Rt.No.123, Dated:29/07/2022
Read the following:-

1. The Right to Information Act, 20-05, (Act No.22 of 2005 Central Act) Published in Gazettee of India (Extraordinary) vide Notification No.25, dt.21-6-2005.
2. Circular Memo. No.85347/I&PR.II/A1/2005-6, GAD, dt.30-8-2005.
3. U.O.Note No.38321/RTIA/GPM&AR/08-2, G.A. (GPM&AR) Department, dt.20.11.2008.
4. G.O.Rt.No.569, YAT&C (OP) Department, dt.21.08.2014.
5. G.O.Rt.No.250, YAT&C (OP) Department, dt.21.09.2015.
6. G.O.Rt.No.6, YAT&C (OP) Department, dt.08.01.2016.
7. G.O.Rt.No.212, YAT&C (OP) Department, dt.24.06.2019.
8. G.O.Rt.No.74, YAT&C (OP) Department, dt.19.03.2020.

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ORDER:

Section 4 (1)(b) of the Right to Information Act 2005 (Central Act No.22 of 2005) casts an obligation on every Public Authority to publish information on 17 items referred to therein the said section and shall be updated every year.

2. Now, therefore, in compliance of the above statutory obligation, revised information in respect of Youth Advancement, Tourism and Culture Department is herewith published as noted in the Annexure to this order. The said information shall be updated once in a year as per clause 17 of 4(1)(b).

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

RAJAT BHARGAVA
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To
All Officers in YAT&C Department.
All Head of Departments under the Administrative control of YAT&C Department.
The General Administration (I & PR.II) Department.
The General Administration (GPM & AR) Department
Copy to :
All Sections in YAT&C Department
P.S. to Special Chief Secretary to Government, YAT&C(Sps.&YS) Dept.,
SF/SCs

//FORWARDED :: BY ORDER//

SECTION OFFICER

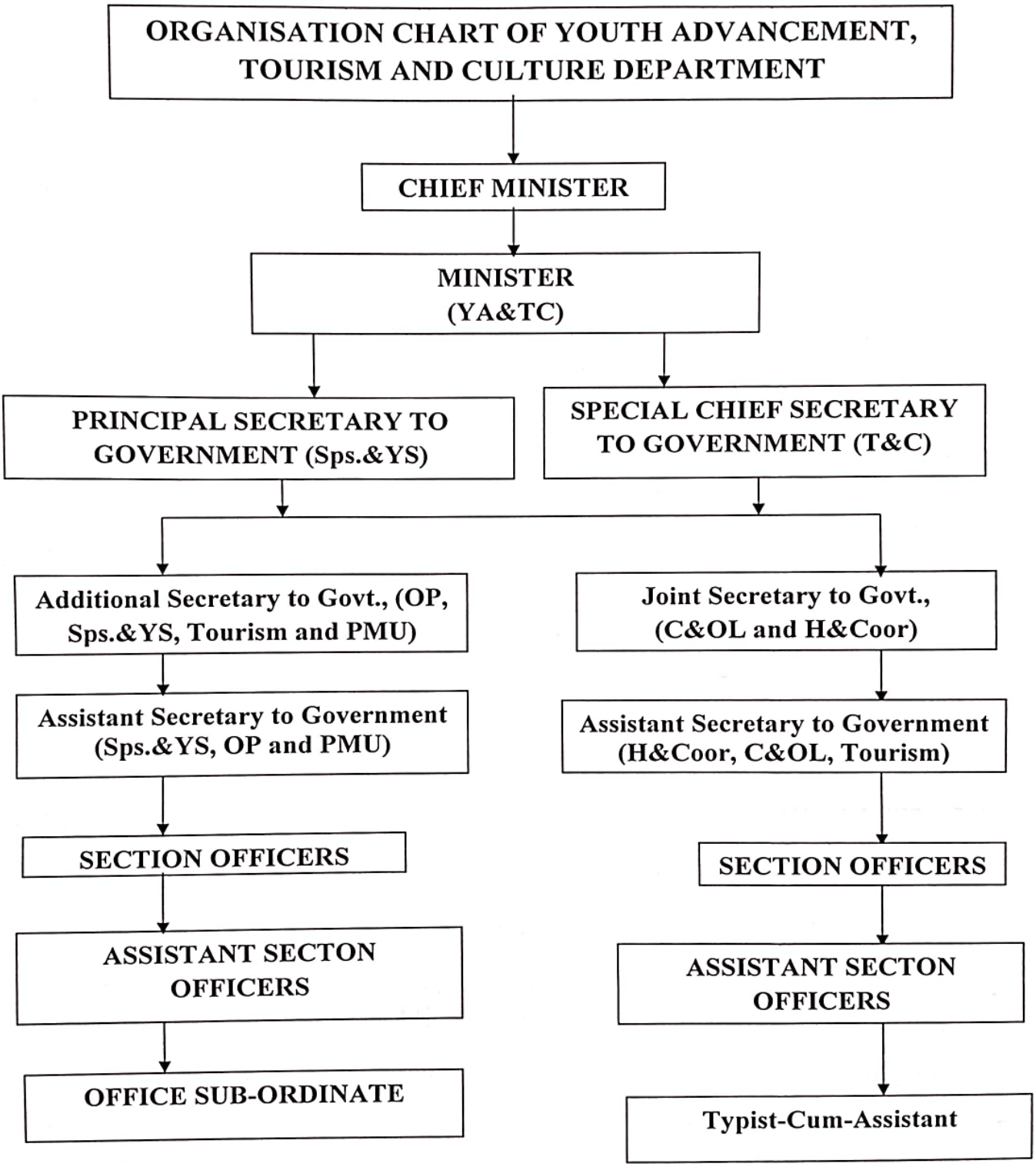
YOUTH ADVANCEMENT, TOURISM AND CULTURE DEPARTMENT

A.P. SECRETARIAT

RTI ACT, 2005

SECTION 4(1)(b)

ITEM - I The Particulars of its organization functions and duties:-


ORGANISATION CHART OF YOUTH ADVANCEMENT, TOURISM AND CULTURE DEPARTMENT
CHIEF MINISTER
MINISTER (YA&TC)
PRINCIPAL SECRETARY TO GOVERNMENT (Sps.&YS)
SPECIAL CHIEF SECRETARY TO GOVERNMENT (T&C)
Additional Secretary to Govt., (OP, Sps.&YS, Tourism and PMU)
Joint Secretary to Govt., (C&OL and H&Coor)
Assistant Secretary to Government (Sps.&YS, OP and PMU)
Assistant Secretary to Government (H&Coor, C&OL, Tourism)
SECTION OFFICERS
SECTION OFFICERS
ASSISTANT SECTON OFFICERS
ASSISTANT SECTON OFFICERS
OFFICE SUB-ORDINATE
Typist-Cum-Assistant

(Contd....2)

II. POWERS, AND DUTIES OF OFFICERS AND EMPLOYEES

1. The Special Chief Secretary to Government / Principal Secretary to Government Secretary to Government:

Special Chief Secretary, Principal Secretary and the other Secretaries in a department the senior most among them shall be the official Head of the Department and they shall deal with such subjects as are allotted and, assigned to them by the Chief Secretary, as he may deem fit, in the interests of the administration.

The Special Chief Secretary/ Principal Secretary/ Secretary is usually assisted by one or more Additional, Joint, Deputy, Under or Assistant Secretaries and such other officers subordinate to him as the Government may determine.

2. The Addl./Joint Secretary to Govt.:

The Additional Secretary/Joint Secretary/Deputy Secretary occupies a position almost identical to that of Secretary in regard to subjects allocated to him and he can circulate file to the Chief Secretary, Minister in-charge or other Ministers or Chief Minister or Governor like as per Secretariat Instruction 8(e) i.e. in all cases where a file is sent by a Deputy Secretary, Draftsman, Joint Secretary, Additional Secretary, Officer on Special Duty to Minister without submitting it to the Secretary, the file will have to pass through the Secretary on its return from the Minister. He exercises also the functions of an Assistant Secretary as described in the next paragraph.

The Special Chief Secretary/Principal Secretary/Secretary of the department remains responsible for the subjects allotted to the Additional/Joint/Deputy Secretary. The latter consults the Special Chief Secretary/Principal Secretary/Secretary on cases dealing with important questions of principle or any other cases, which he considers to be of special importance.

3. The Assistant Secretary to Government:

Under Secretary/Assistant Secretary exercises control over the sections placed in his charge both in regard to dispatch of business and discipline.

4. Section Officer:

The Section Officer is in-charge of a section in a Secretariat department. He is assisted by a certain number of Assistant Section Officers, one Assistant, and/or one Typist-cum-Assistant. He is responsible for all files relating to the subjects allotted to the Assistant Section Officers under him.

(Contd...3)

He is directly responsible to the officers under whom he works for the efficient and expeditious despatch of business in all stages in his section. The training of Assistant Section Officers under him is one of his principal functions. He must see that his Assistant Section Officers exercise proper selection in their work (i.e., they do not waste time and paper on needless noting or correspondence) and that really emergent matters are given immediate attention. He will not be merely a Section Officer but will himself undertake to deal with the more difficult or important papers, taking such assistance from Assistant Section Officers as he may find necessary.

He is responsible for the accuracy of the notes and drafts proceeding from his section. He cannot throw that responsibility on his Assistant Section Officers. He is not expected to express views or to suggest what orders should be passed on a case except when there is clear precedent or the case is of a routine nature or the orders necessarily follow from some provision of law or rule. He should check the correctness of facts stated in any note or draft, which may have been added to the file after it was submitted for orders, as soon as it returns to the Section and before the draft is issued or the case is passed on to another department, He is required to be well versed, with the computer operations and processing under SMART Gov. He maintains discipline in his section and sees to it that his orders or instructions are not disputed or disregarded by his Assistant Section Officers, Assistant and Typist-cum-Assistant.

5. The Assistant Section Officer:

The main duty of the Assistant Section Officer in a section is to assist the Section Officer in dealing with the cases pertaining to the subjects allotted to the section. He has to properly reference the current file and note file of each case. He has to prepare notes and drafts after taking the guidance of the Section Officer wherever necessary. He is required to be well versed with the computer operations/processing under SMART Gov.

6. P.S/Stenographers:

Private Secretaries to the officers of the rank of Secretary and above, do shorthand work and other Peshi duties and Stenographers of Special/Senior/Junior category do shorthand work for Additional Secretaries, Joint Secretaries, Deputy Secretaries and Under/Assistant Secretaries and Other items of work as are entrusted to them. The Private Secretaries attached to the Peshi Secretaries and other higher officers and the Stenographers are required to be well versed with the computer operations/processing under SMART Gov.

(Contd...4)

7. The Typist-cum-Assistant:

Assistants and Typist-cum-Assistants are required to do work of a routine and mechanical nature such as maintaining the prescribed registers and stock files, typing notes and drafts fair copying, dispatching, indexing etc., They are also required to be well acquainted with the computer operations/processing under SMART Gov.

1. **O.P Section**

A.S.O-I:- All service matters relating to Officers, and staff including Class-IV working in Youth Advancement, Tourism and Culture Department such as Appointments, postings and transfers, Regularizations of services, sanction of leave, Pay fixations, release of increments, sanction of pension and other retirement benefits, medical reimbursements, and training of personnel. Accommodation to Officers and staff.

A.S.O-II:- All non service matters of Youth Advancement, Tourism and Culture Department including matters pertaining to loans and Advances, such as – Budget of Youth Advancement, Tourism and Culture, Secretariat, Reallocation of budget on loans to Youth Advancement, Tourism and Culture Secretariat and HODs. Sanction of loans and advances viz., HBA, MCA, Marriage Advance, Education Advance, Festival Advance, Cycle Advance and other loans and advances to staff and Officers.

Purchase and supply of stationery and non-stationery items. Maintenance of all Registers like Registers on Furniture, Computers etc., Office Stores and Equipment and Inventory Registers, Telephones, Vehicles, preparation of pay bills, supplementary bills and bills for claiming loans and advances and other bills. Maintenance of Impress Cash book. Contingent expenditure. Attendance Registers. Recoveries in respect of LIC, Co-Operative Society Ltd., etc., and their remittance in the concerned office. Reconciliation of expenditure figures with PAO/AG Office. Preparation of number statements.

(Contd...5)

2. Tourism Section:

A.S.O-I:- All service matters relating to Tourism, Directorate of Tourism, Andhra Pradesh Tourism Development Corporation Ltd., Tourism Policy etc.,

A.S.O-II:- All matters relating to Govt. funded Tourism Projects including Central Finance Assistance (CFA) Projects, 13th& 14th Finance Commission Projects of Tourism, HRD Institutions like SIHM, Tirupati, Kakinada, ICI Tirupati, IITM, Nellore etc.,

3. PMU Section:

A.S.O-I:- All matters relating to PMU; all PPP and Private Sector Projects in Tourism Sector; All matters relating to Director of Archaeology & Museums; All matters pertaining to Shilparamam Society.

4. Culture & Official Language Section:

A.S.O-I:- All matters related to Department of Culture.

A.S.O-II:- All the matters pertaining to Official Language.

5. Sports & Youth Services Section:

A.S.O-I:- All matters relating to Youth Services, STEP and NCC.

A.S.O-II:- All matters relating to Sports Authority of Andhra Pradesh & AP Sports School and other miscellaneous related subjects.

6. Heritage & Co-ordination Section:

A.S.O-I:- All the matters relating to Heritage & Director of Archaeology & Museums and other miscellaneous related subjects.

A.S.O-II:- Coordination and consolidation, online CM Petition monitoring, Meetings.

T.C.A:- Assisting the Section subjects.

7. Tappal:- Receiving inward communication & dispatching outward communication.

(Contd...6)

(VII). THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FORCONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THEPUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY ORIMPELEMNTATION THEREOF:

The following are the Heads of Departments working under the control of Youth Advancement, Tourism and Culture Department, they helps in policy matters.

1. The Commissioner of Archaeology and Museums, Vijayawada.
2. The Commissioner of Tourism / The Chief Executive Officer, A.P.Tourism Authority, Vijayawada.
3. The Deputy Director General, National Cadet Corps, Guntur.
4. The Director of Youth Services & Managing Director, Andhra Pradesh Society for Training and Employment Promotion, Vijayawada.
5. The Chief Executive Officer, A.P.State Creativity & Culture Commission, Director for Department of Languages & Culture, Vijayawada.
6. The Vice Chairman & Managing Director, Sports Authority of Andhra Pradesh, Vijayawada.
7. The Managing Director, A.P. Tourism Development Corporation Ltd., Vijayawada.
8. The Chief Executive Officer, A.P.Shilparamam Arts, Crafts & Cultural Society, Vijayawada.
9. The State Institute of Hotel Management, Catering Technology and Applied Nutrition (SIHMCT & AN), Tirupati and Kakinada.
10. The Chief Executive Officer, Bhavani Island Tourism Corporation, Vijayawada.

(VIII). A STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESIBLE FOR PUBLIC

-Nil-

(Contd...7)

(IX). A DIRECTORY OF ITS OFFICERS AND EMPLOYEES:

Sl.No	Name of the Employee (Sri/Smt./Kum.)	Designation	Phone No.
1.	Dr.Rajat Bhargava, IAS	Spl. Chief. Secy to Govt. (FAC)	0863-2444548
2.	G.Vani Mohan, IAS	Prl. Secy. to Govt.,	0863-2443217
3.	Durga Prasad Sahu	Addl. Secretary to Govt.,	8886568415
4.	P.Srinivasulu	Joint Secretary to Govt.,	9491656128
5.	T.V.Malleswara Rao	Asst. Secretary to Govt.,	8121005644
6.	A.Vijaya Lakshmi	Asst. Secretary to Govt.,	8121005643
7.	A.Veera Sekhar	PS to Prl. Secretary to Govt.,	9440176760
8.	R.K.Vijaya Lakshmi	Section Officer	8121005651
9.	M.Jaya Lakshmi	Section Officer	8121005647
10.	P. Ravi Kumar	Section Officer	8121005648
11.	G.Rama Krishna	Section Officer	8121005645
12.	Ch.V.Sudhakara Rao	Section Officer	8121005649
13.	T.Venkata Suresh	Section Officer	8121005653
14.	J.Nagaveni	Spl.Category Stenographer	9866872881
15.	K.Vijaya Bharathi	Assistant Section Officer	9550978745
16.	K.Anil	Assistant Section Officer	9966048098
17.	Pydipinaidu Hari	Assistant Section Officer	7075423618
18.	Nayudu Srinu	Assistant Section Officer	9441128362
19.	S.Ananda Rao	Assistant Section Officer	9966554008
20.	K.Vijaya Lakshmi	Assistant Section Officer	9959183725
21.	V.Asha	Typist-Cum-Assistant	9441890479
22.	Mahaboob Khan	Office-Sub-ordinate	8106788605

(Contd...8)

(X). THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERSAND EMPLOYEES, INCLUDING THE SYSTEM FOR COMPENSATION AS PROVIDED IN ITS REGULATIONS AS ON JUNE, 2022.

Sl.No.	Name of the employee (Sri/Smt./Kum.)	Designation	Monthly emoluments Rupees
1	Dr.Rajat Bhargava, IAS	Spl. Chief. Secy to Govt. (FAC)	----
2	G.Vani Mohan, IAS	Prl. Secy. to Govt.,	Rs.3,40,193/-
3	Durga Prasad Sahu	Addl. Secretary to Govt.,	Rs.2,03,372/-
4	P.Srinivasulu	Joint Secretary to Govt.,	Rs.1,71,610/-
5	T.V.Malleswara Rao	Asst. Secretary to Govt.,	Rs.1,40,631/-
6	A.Vijaya Lakshmi	Asst. Secretary to Govt.,	Rs.1,47,887/-
7	A.Veera Sekhar	P.S. to Prl. Secy.to Govt.,	Rs.1,38,179/-
8	R.K.Vijaya Lakshmi	Section Officer	Rs.1,48,407/-
9	M.Jaya Lakshmi	Section Officer	Rs.1,41,046/-
10	P.Ravi Kumar	Section Officer	Rs.83,410/-
11	G.Rama Krishna	Section Officer	Rs.90,709/-
12	Ch.V.Sudhakara Rao	Section Officer	Rs.98,633/-
13	T.Venkata Suresh	Section Officer	Rs.90,709/-
14	J.Nagaveni	Spl.Category Stenographer	Rs.93,826/-
15	K.Vijaya Bharathi	Assistant Section Officer	Rs.61,590/-
16	K.Anil	Assistant Section Officer	Rs.61,590/-
17	Pydipinaidu Hari	Assistant Section Officer	Rs.61,590/-
18	Nayudu Srinu	Assistant Section Officer	Rs. 72,708/-
19	S.Ananda Rao	Assistant Section Officer	Rs.56,365/-
20	K.Vijaya Lakshmi	Assistant Section Officer	Rs. 57,703/-
21	V.Asha	Typist-Cum-Assistant	Rs.42,553/-
22	Mahaboob Khan	Office-Sub-ordinate	Rs. 39,811/-

(Contd....9)

XI). The budget allocated to each of its agency indicating the particular of all plans proposed, expenditures and reports on disbursements made:

The Heads of Departments under the administrative control of Youth Advancement, Tourism and Culture Department shall send proposals on budget including details of Capital and Revenue. Youth Advancement, Tourism and Culture Department allocates the yearly budget to the Heads of Departments with the concurrence of Finance Department. The total budget of Youth Advancement, Tourism and Culture Department for the year 2022–2023.

under demand **No.XV (Sports and Youth Services)** is as follows:

Capital	: Rs. 43,22.51 Lakhs
Revenue	: Rs.116,45.84 Lakhs
Total	: Rs.159,68.35 Lakhs

Under Demand **XXXVII (Tourism, Art and Culture)**:-

Capital	: Rs. 89,34.00 Lakhs
Revenue	: Rs.41,28.81 Lakhs
Total	: Rs.130,62.81 Lakhs

Grand Total (Demand XV + XXXVII) = Rs 290,31.16 Lakhs.
The detailed information on budget is available on Govt. Website viz., apfinance.gov.in.

(XII). The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.

NIL

(XIII). Particulars of recipients of concessions, permits or authorizations granted.

NIL

(XIV) Details in respect of the information, available to or held by it, reduce in an electronic form.

The detailed information of the Youth Advancement, Tourism and Culture Department is available on Government Websites viz., https://gad.ap.gov.in; apegazette.cgg.gov.in

(XV). The particulars of facilities available to citizens for obtaining information, including the workings of a library or reading room, if maintained for public use.

Citizens may visit Secretariat Office between 15.00 hours to 17.00 hours and Contact Public Information Officers and Assistant Public Relation Officer in the Secretariat.

(Contd...10)

CHAPTER 17

(XVI) The names, designations and other particulars of the Appellate Authorities and Public Information Officers;-

SL.No.	Name of the Authority Designated as	Phone No. & Address	Sections allotted
1.	Sri Durga Prasad Sahu, Additional Secretary to Government 1st Appellate Authority	R.No.278, 1st Floor, 3rd Building, A.P.Secretariat, Velagapudi.	Sports & Youth Services, NCC, Tourism, PMU and OP
2.	Sri P. Srinivasulu, Joint Secretary to Government 1st Appellate Authority	R.No.276, 1st Floor, 3rd Building, A.P.Secretariat, Velagapudi.	Culture & Official Language and Heritage & Co-ordination
3.	Sri T.V.Malleswara Rao, Assistant Secretary to Government Public Information Officer	Hall No. 272, 1st Floor, 3rd Building, A.P.Secretariat, Velagapudi.	Sports & Youth Services , PMU, OP and DDO.
4.	Smt.A.Vijaya Lakshmi, Assistant Secretary to Government, Public Information Officer	Hall No. 272, 1st Floor, 3rd Building, A.P.Secretariat, Velagapudi.	Tourism, Heritage & Coordination, Culture & Official Language

(XVII). Such other information as may be prescribed: -

NIL

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